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MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT : Planning for Future Executive Advisory Group Actions

1. This EAG Planning Book was created, as you know, to provide a framework for more precise definition of the tasks we have set for ourselves and to permit orderly scheduling of EAG meetings. As a first step toward organizing the total workload, the tasks were tentatively divided into two groups: those on which work was clearly underway at the specific direction of the DDCI, and those on which action responsibility was less clear--these groups corresponding to Tabs B and C of the Book.

2. This division of tasks was tentative because it was recognized that in a few cases EAG members had already initiated work of some kind on tasks under Tab C on the basis of EAG discussions. Since distributing the Book, a couple of you have asked me about further definition and assignment of Tab C items, and we have received a completed paper on one of them ("Prospects for Covert Action" from Mr. Wells, now scheduled for a December meeting).

3. To reduce confusion, I would appreciate it if each of you would let me know, in a sentence or two, the status of work, if any, being performed on the items to which your name is assigned (under Tab B as well as Tab C). In view of the considerable amount of work facing us, particularly in the next couple of months, we need to better prioritize the tasks as a whole and perhaps defer some of them. Within the next week or two the Book will be re-ordered to reflect your comments and to place some of the tasks in a third category: action completed.

[Redacted Signature Box]

James H. Taylor
Secretary
Executive Advisory Group

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